

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. CORRESPONDENCE

Quantity: 3 cubic feet
Dates: 1932 --
File Arrangement: Alphabetical
Annual Accumulation: 1/4 cubic foot
Disposable Amount: 2 3/4 cubic feet

Correspondence with individuals, private firms, various State and County agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

2. LICENSES

Quantity: 40 cubic feet
Dates: 1932 --
File Arrangement: Chronological
Annual Accumulation: 3 cubic feet
Disposable Amount: 31 Cubic Feet
Audited by: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

W. Waverly Webb
Signature

Clerk, Circuit Court P.G.C.
Title

9/9/55
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Sept. 9, 1955
Date

Morris S. Odell
Archivist

SEP 11 1955
Date

J. Melusker
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Amusement	Laundry	APPROVED HALL OF RECORDS COMMISSION
Beer	Liquor	
Billiard Table	Motion Picture Machine	
Bowling Alley	Motion Picture Show	
Carnival	Music Box	
Chain Store	Pinball	
Cigarette	Plumbers and Gasfitters	
Circus	Pushers	
Cleaning, Dyeing and Pressing	Restaurant or Eating Place	
Construction Firm or Company	Show	
Duck Blind	Soda Water Fountain	
Exhibition	Solid Fuel	
Fishing	Storage Warehouse	
Garage	Theater	
Hawker and Peddler	Trader	
Horse and Jack	Trailer Camp	
Hunting	Vending Machine	
Ice	Wholesale Dealer in Farm Machinery	

All licenses issued with the exception of Duck Blind, Fishing, and Hunting licenses, are prepared in three copies. The first goes to the licensee, the second to the Comptroller, the County Commissioners, or town (depending upon which derives revenues from the license), and a third is retained by the Clerk. All licenses except Duck Blind, Fishing, and Hunting licenses are recorded in the permanent "License Books," and all business licenses are also recorded on a card file which is arranged by name of licensee. One copy of each Duck Blind, Fishing, and Hunting license is retained in the Clerk's office, and another sent to the Department of Game and Inland Fish. Gross amounts received for all licenses are entered each day in the Income and Disbursements Book, which is the permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. RECEIPTS

Quantity: 147 cubic feet
Dates: 1932 --
File Arrangement: Chronological
Annual Accumulation: 16 cubic feet
Disposable Amount: 99 cubic feet
Audited by: State

APPROVED BY
BOARD OF PUBLIC WORKS
SEP 13 1955
Date

McLuskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Three types of printed forms, contained in three con- current series of receipt books:</p> <ol style="list-style-type: none"> 1. Recording Receipts - used in receipting for any money received by the Clerk except Marriage License and Law and Equity fees. 2. Marriage License Receipts - used in receipting for marriage license fees. 3. Law and Equity Receipts - used in receipting for Law and equity fees. <p>Recording Receipts and Marriage License Receipts are prepared in duplicate, the original going to the payor, and the copy remaining in the receipt book. Law and Equity Receipts are prepared in triplicate, the original going to the payor, the duplicate to the Court Case File, and the triplicate remaining in the receipt book. All receipted transactions are recorded by receipt number, and gross amounts received each day are shown in the Income and Disbursements Book, which is the permanent financial record of the Clerk's office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
4.	<p><u>ADMINISTRATIVE ACCOUNTING RECORDS</u></p> <p>Quantity: 30 cubic feet Dates: 1932 -- File Arrangement: Chronological Annual Accumulation: 2 cubic feet Disposable Amount: 24 cubic feet Audited by: State</p> <p>This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Income and Disbursements Book, which is the permanent financial record of the Clerk's office.</p> <p>Paid invoices and bills, and receipts for supplies and services connected with the operations of the Clerk's office.</p> <p>Banking records, including check stubs, canceled checks, bank statements, deposit slips, check books, and bank books.</p> <p>Copies of monthly and annual reports to the State Comptroller.</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS Date: SEP 13 1965</p> <p><i>[Signature]</i> Secretary</p>

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE **C 34**
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Copies of payrolls and supporting documents sent to the Employees' Retirement System, and correspondence pertaining thereto.

Correspondence with the State Comptroller and other officials on fiscal matters.

State Treasury Warrants.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. ROUGH DOCKETS

Quantity: 2 cubic feet
Dates: 1933 - 1949
File Arrangement: Chronological
Annual Accumulation: None
Disposable Amount: 2 cubic feet

Temporary dockets made solely for the convenience of the judges in court. All information in these dockets is recorded in permanent form in the Civil and Criminal Dockets of Prince George's County. This material is considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 edition.)

6. SUB-INDEX SHEETS

Quantity: 10 cubic feet
Dates: 1930 --
File Arrangement: Alphabetical
Annual Accumulation: 1 cubic foot
Disposable Amount: 5 cubic feet

Buff Sub-Index sheets used in the Cott system of records indexing. These sheets are placed between the pages of permanent index books, and are used to record new indexing data on a temporary basis. After a certain period of time, usually ten years, the information on the Sub-Index sheets is transcribed onto Temporary Index Cards, and subsequently copied from the Index Cards into new permanent Index Books. When the new Index Books are completed, the Sub-Index Sheets are removed from the older books and no longer have any use or value. After the information on the Sub-Index sheets has been transcribed into new Index Books, the Sub-Index sheets are considered non-record within the meaning of the statute governing non-record material. (Art. 41, sec. 155, Annotated Code of Maryland, 1951 edition.)

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
SEP 13 1955

J. McLaughlin
Secretary

QUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
NO.

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5.

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7. TEMPORARY INDEX CARDS

Quantity: 32 cubic feet
Dates: 1930
File Arrangement: Alphabetical
Annual Accumulation: None
Disposable Amount: 32 cubic feet

Temporary Index Cards used in the Cott system of recording.
(See Item No. 6) At certain periods of time, usually every ten years, the accumulation of indexing data on temporary Sub-Index Sheets must be transcribed into new Index Books. This data is first copied on Temporary Index Cards, using one card for each transaction recorded. The cards are then sorted into the alphabetical sequence desired, and are copied into the new Index Books. When this copying has been completed, the Temporary Index Cards are considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 edition.)

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Date SEP 13 1955

McL...
Secretary